



## City of Pleasant Hill

Invites Applications for

### MAINTENANCE WORKER I

**SALARY:** \$ 3,081- \$3,979/Month

**APPLY BY:** Friday, June 22, 2007, 1:00 p.m.

**WRITTEN TEST:** Sunday, July 1, 2007 (You will be notified of testing time)

**POSITION:** To perform entry level unskilled, semi-skilled, or skilled labor in construction, maintenance, and related service activities applied to the areas of general landscaping, grounds maintenance and street maintenance. This position requires the ability to perform repetitive tasks similar or the same for days or weeks at a time.

Typical duties may include, but are not limited to the following: Perform manual unskilled, semi-skilled, and skilled tasks in street and storm drain maintenance, landscaping, irrigation, construction, and repair. Perform such grounds maintenance as mowing lawns, raking leaves, and planting flowers, shrubs and trees. Assist in cleaning ditches, culverts and storm drains. Assist in the repainting of pavement markings; basic pothole and street repair; installation and repair of street signs and markers; mixing and application of Class III pesticide materials. Assist in the installation, maintenance and minor repair of irrigation systems, pumping systems, and time clocks. Assist in the care, maintenance and cleaning of vehicles, tools and equipment. Operate equipment and tools for purposes of street and storm drain maintenance, landscaping, and irrigation construction and repair. Contact residents concerning maintenance and service problems; refer complaints and requests to proper supervisory personnel. Assist supervisory personnel in preparing and maintaining proper records and logs. Perform related duties as assigned.

**QUALIFICATIONS:** General knowledge of construction methods, materials and terminology, standard hand tools, light equipment and light vehicles; general knowledge of basic safety precautions and practices necessary in working with hand tools, light equipment, and vehicles; general knowledge of basic methods and practices involved in the maintenance of streets, storm drains, landscaping, and irrigation.

**ABILITY TO:** Learn technically complex construction and maintenance procedures in water systems, streets, storm drains, landscaping, and building maintenance. Use hand and power tools. Perform heavy manual labor for extended periods of time and under inclement weather conditions. Understand and follow written and oral instructions. Work alone or with small groups.

**EXPERIENCE AND TRAINING:** Completion of high school or its equivalent. **Special Requirements:** Possession of a valid California driver's license and a satisfactory driving history as obtained from the Department of Motor Vehicles (DMV). All applicants **must** submit a copy of their current (issued within the past six months) DMV driving history at the time of their application. **Applications submitted without a driving history will not be considered.**

**EMPLOYMENT INFORMATION:** Employment offers are contingent upon successful completion of a pre-employment physical exam and drug screen.

**SELECTION:** A written test will be given on Sunday, July 1, 2007. The test will take approximately 1 1/2 hours and will be given at the Pleasant Hill City Hall Community Room, 100 Gregory Lane, Pleasant Hill. You will be notified of your scheduled time. If you fail to report for the written test, you will no longer be considered for the position. Those qualifying (scoring 70% or more) will be invited to an oral interview. To be placed on the eligibility list, an applicant must receive a score of 70% or more from each panel member.

**APPLICATION:** Completed application form and DMV printout must be received by 1:00 p.m., Friday, June 22, 2007. Applications may be obtained from and returned to the City of Pleasant Hill Human Resources Department, 100 Gregory Lane, Pleasant Hill, CA 94523-3323 or by calling (925) 671-5279. Applications may be downloaded from the City's website at [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us) **RESUMES ARE NOT ACCEPTED IN LIEU OF THE CITY APPLICATION.**

#### **IMMIGRATION REFORM AND CONTROL ACT**

To comply with the Immigration Reform and Control Act, all new employees will be required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

#### **EQUAL OPPORTUNITY EMPLOYER**

In accordance with the Americans with Disability Act (ADA), if special accommodations are necessary at any stage of the examination process, please provide the Human Resources Department with advance notice and every attempt will be made to consider your request.

### **COMPENSATION AND BENEFITS**

The City of Pleasant Hill operates under the merit system, not Civil Service. Employees are **NOT** covered by SOCIAL SECURITY OR STATE DISABILITY INSURANCE.

**Vacation:** Vacation is earned one day a month for the first three years.

**Sick Leave:** Sick Leave is earned one day a month, no maximum accrual.

**Holidays:** Thirteen (13) per year plus one personal leave day.

**Health Insurance:** Choice of Kaiser or Health Net or \$200 redirected to deferred compensation.

**Life Insurance:** City pays group life insurance for all regular employees.

**Dental Coverage:** City pays dental insurance for all regular employees after six (6) months of employment.

**Vision:** City paid vision plan is available to all employees.

**401(a):** Employee contributes up to 4% of monthly salary with the City matching the contribution.

**Long-Term Disability:** City pays group disability insurance for all regular employees.

**Medicare:** All new employees are required to contribute 1.45% of payroll to Medicare. Employer contributes the same amount.

**Retirement:** Employees are members of Public Employees Retirement System (2%@55).

**457 Deferred Compensation:** Employees may participate through payroll deduction.

**Probation Period:** Six (6) months for all employees starting at Step A. Employees starting at a higher step have a twelve (12) month probationary period.

**Protective Apparel Allowance** - Allowance up to \$150 per year for purchase or repair of protective apparel.

#### **DISCLAIMER**

No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.